



CLIFTON TOWN COUNCIL MEETING MINUTES
TUESDAY, JANUARY 6, 2015, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

Town Council Present:	Mayor Bill Hollaway*; Vice Mayor Dwayne Nitz*; Deborah Dillard; Eric Hencken and, Wayne Nickum.	Absent: Jennifer Heilmann
Town Officials Present:	Town Clerk/Manager: Sandra Scales-Siwiek Treasurer: Marilyn Barton	Absent:

Summary of Motions – Call to Order (7:30 p.m.):

1. Review of Prior Minutes					
1.1. Table Minutes of Oct, Nov, and Dec 2014 to next meeting.	Motion:	W.Nickum	2nd:	W.Hollaway	Vote: Approved Unanimous
2. Report of Treasurer.					
2.1. Financial Report					
2.1.1.	Motion:	W.Nickum	2nd:	W.Hollaway	Vote: Roll Call – Approved Unanimous
Mayor Bill Hollaway:	Aye			Deborah Dillard:	Aye
Vice Mayor Dwayne Nitz:	Aye			Jennifer Heilmann:	Absent
Wayne Nickum:	Aye			Eric Hencken:	Aye
2.2. Statistical Report on BPOL Filings No Motions					
2.3. Statistical Report on Town License Tags. No Motions					
2.4. Approve Treasurer’s Report as presented	Motion:	W.Nickum	2nd:	W. Hollaway	Vote: Approved Unanimous
3. Reports of Planning Commission, Architectural Review Board and Committees:					
3.1. Planning Commission (PC) -- No Applications					

3.2. Architecture Review Board (ARB) - Report: 3 applications were considered by the ARB.					
3.2.1. Villagio Wind Screen	Motion:	None	2nd:	Vote:	
ARB Tabled					
3.2.2. Speziale Pool – Approved by ARB.	Motion:	None	2nd:	Vote:	
3.2.3. Approved 12634 Chapel Rd (Old Town Hall) Lexington Group / Hollaway / Addition	Motion:	None	2nd:	Vote:	
ARB Tabled pending attendance by more members who can vote on the application. (Two attendees recused.)					
3.3. Committees:					
3.3.1. Special Projects -- North Gateway Triangle Improvement Project – Change Order, Contract Addendum					
Motion: W.Nickum 2nd: D.Nitz Vote: Approved Unanimous					
Authorize Susan Yantis, Special Projects Chair, to sign contract with professional to manage / oversee contract work, up to \$3,000.					
Mayor Bill Hollaway:	Aye	Deborah Dillard:	Aye		
Vice Mayor Dwayne Nitz:	Aye	Jennifer Heilmann:	Absent		
Wayne Nickum:	Aye	Eric Hencken:	Aye		
3.3.2. Clifton Arts Council	Motion:	W.Nickum	2nd:	W.Hollaway	Vote: Approved Unanimous - Roll Call
Motion to authorize Council agreed to add an Art Guild of Clifton liaison to the Clifton Arts Council for a three month trial period.					
Mayor Bill Hollaway:	Aye	Deborah Dillard:	Aye		
Vice Mayor Dwayne Nitz:	Aye	Jennifer Heilmann:	Absent		
Wayne Nickum:	Aye	Eric Hencken:	Aye		
3.3.2.1. Clifton Dinner Theatre – Tabled.	Motion:	W.Nickum	2nd:	W.Hollaway	Vote: Approved Unanimous
4. Communications					
5. Citizen's Remarks					
No Motions					
6. Unfinished Business					

6.1. Clifton Dinner Theatre – Tabled.	Motion: W.Nickum	2nd: W.Hollaway	Vote: Approved Unanimous
6.2. Report on Compliance Audit of Pink House Businesses – Table to next month.	Motion: W.Nickum	2nd: W.Hollaway	Vote: Approve Unanimous
6.3. Policies on Rental of Town Hall -- Tabled	Motion: E.Hencken	2nd: W.Hollaway	Vote: Approved Unanimous
6.3.1. Motion to authorize rate adjustment as long as discount amount does not exceed \$500	Motion: E.Hencken	2nd: D.Nitz	Vote: Approved Unanimous
6.4. Report on Complaint – Main St. Pub --Table to next month.	Motion: W.Hollaway	2nd: W.Nickum	Vote: Approved Unanimous
6.5. Report on New Complaint Procedure			
6.5.1. Name Town Manager Zoning Administrator	Motion: W.Nickum	2nd: W.Hollaway	Vote: Approved Unanimous
6.5.2. Adopt New Complaint Procedure as a Voluntary Alternative Method to raise complaints.	Motion: W.Nickum	2nd: E.Hencken	Vote: Approved Unanimous
7. New Business	Motion: W.Hollaway	2nd: D.Dillard	Vote: Approved Unanimous
7.1. Committee Policy -- Tabled			
8. Adjournment (8:55 p.m.)	Motion: W.Nickum	2nd: D.Dillard	Vote: Approved Unanimous

1	Community Hall Revenues	630.00	833.33	4,610.00	5,000.02	10,000.00
2	Haunted Trail Event	145.00		45,734.05	15,000.00	15,000.00
3	Interest Income	1,008.65	816.67	5,950.81	9,274.98	18,550.00
	Other Income		4.17		24.98	50.00
	Pink House Rental	2,500.00	2,500.00	15,100.00	15,000.00	30,000.00
	Sign Sales Income					
4	Tax and Permits Revenue	7,321.65	3,575.00	27,498.69	28,250.00	95,700.00
		11,675.3	13,345.8			
	Total Income	0	2	99,435.55	80,750.06	235,200.00
		11,675.3	13,345.8			
	Gross Profit	0	2	99,435.55	80,750.06	235,200.00
	Expense					
	Bank Service Charges			10.00		
	Commodities	113.00	499.99	1,259.27	3,000.06	6,000.00
			13,166.6			
	Contractual	3,565.15	9	24,138.83	70,449.86	133,000.00
	Haunted Trail Expenses	4,011.52		9,678.05	8,000.00	8,000.00
	OTHER - TC approval req'd					
	+\$500		625.00		3,750.00	7,500.00
	Payroll Expenses	3,801.68	5,186.45	23,682.54	27,246.17	54,492.43
	Town Assoc of NoVA Event					
		11,491.3	19,478.1			
	Total Expense	5	3	58,768.69	112,446.09	208,992.43
	Net Income	183.95	(6,132.3	40,666.86	(31,696.03	26,207.57
			1))	
	CIF FUNDS					
	CIF Income					
5	CIF - Capital Improvements Fund	9,000.00	74,839.1	9,000.00	434,034.98	829,070.00
			7			
	CIF Expenses					
6	CIF Expenses		78,339.1	11,398.09	511,034.92	990,070.00
			8			
	Net Income - Operating Funds	9,000.00	(3,500.0	(2,398.09)	(76,999.94)	(161,000.00)
			1))	
	Consolidated Net Income	9,183.95	(9,632.3	38,268.77	(108,695.9	(134,792.43)
			2)		7)	
	NOTES:					
1	Community Hall Revenues are reflected for July - Nov. Funds are turned in after the close of the month, usually at the following Town Council meeting.					
2	Efforts continue in collection of Haunted Trail IOU commitments.					

3	<i>Interest is under budget due to the timing of the IDA interest payment, anticipated in Jan & June.</i>
4	<p><i>The primary cause of the shortfall compared to the budget is the delayed payment of Sales Tax- only July - Oct. has been received thus far. Once Nov & Dec. are received, taxes and permits will exceed the budget.</i></p> <p style="margin-left: 40px;"><i>a. Outstanding BPOLs remain at 1.7% - One additional response was received 12/31/14. Communications indicate that these will be forthcoming.</i></p> <p style="margin-left: 40px;"><i>b. Vehicle tags outstanding for 2013-14 are down to 17.6% or 16 households - \$99 was rec'd in Nov & Dec. Vehicle tags outstanding for 2014-15 are down to 28.6% or 26 households. Payments were received from 8 households in Nov & Dec for \$516.</i></p>
5	<i>\$1,000 was received from the Commonwealth of VA for reimbursement of LPDA Streetscape expenditure - accrued to FY14. The \$9,000 reflects receipt of the Fire Programs Funds @ 90% of the FY15 level. These funds will be disbursed to the Fairfax County Fire Dept. in January.</i>
6	<i>Reflects July purchase of stone for the Caboose parking lot. Also reflected is the \$10,000 bond issuance - This will be refunded at the completion of the project.</i>
2.2. Statistical Report on BPOL Filings (No Names of Businesses or Amounts). See P&L Note #4.a. above.	
<p>BPOLs: 2014 – Outstanding BPOLs for 2014 remain at 1.7%. One additional filing was received 12/31/14. 2015 BPOL applications are being mailed out. Follow up on those outstanding will be included.</p>	
2.3. Statistical Report on Town Car Tag Filings (No Names). See P&L Note #4.b. above. Need final list of non-payers for 2014 to pursue through State reducing tax refund for past due amount.	
<p>Vehicle Tags: 2014 – To date during FY15 (July 1 – Dec 31) we have received 25 additional past due vehicle filings at a value of \$1,963.50. This represents 82% of households received for 2014. There are 16 or 17.6% remaining past due. Two additional households filed in Nov – Dec. for an additional \$99.00.</p> <p>Vehicle Tags: 2015 – To date we have received \$5,018.50 from 65 households representing 71% compliance. There are 26 or 28.6% that remain outstanding to date. Eight households filed in November – Dec. for an additional \$516.</p>	
2.4. Approve Treasurer’s Report as Presented. Motion: W.Nickum; 2nd W. Hollaway. Approved Unanimous	
3. Reports of Planning Commission, Architectural Review Board, and Committees:	
3.1. Planning Commission. There were no Planning Commission actions in December, other than to schedule the Planning Commission public hearing on Villagio’s application for outdoor music for January 19 at 7:30 pm at the Acacia lodge	
3.2. Architectural Review Board. Report of the ARB. Met January 29, considered three applications.	
<p>3.2.1. #1 Villagio wind-screen – tabled;</p> <p>3.2.2. #2 Specialze new pool, approved the pool and fence. Next stop is Planning Commission. Due to land-disturbing activities, may have to meet erosion & sedimentation (E&S) and new County/State storm water management (SWM) requirements. Referred for review to Joe McClellan, Town Engineer; and,</p>	

<p>3.2.3. #3 application Old Town Hall, Lexington Group/Hollaway. ARB Tabled pending attendance of more members who are able to vote, 2nd time before ARB.</p>
<p>3.3. Committees:</p>
<p>3.3.1. Special Projects -- North Gateway Triangle (Triangle) Improvement Project – Change Order, Contract addendum.</p> <p>3.3.1.1. Special Projects – Triangle. Chair Susan Yantis requests approval to hire a professional project manager to oversee the Triangle contractors, at a cost up to \$3,000. Approved by Roll Call vote.</p> <p>3.3.1.2. Special Projects – Sidewalk on Chapel. Supervisory Herrity’s office requests the Town obtain letter from landowners agreeing to VDOT easement for sidewalk. D.Nitz to follow-up with Doug Miller at VDOT.</p>
<p>3.3.2. Clifton Arts Council (official name) presented by Darrell Poe, Chair. Report attached.</p> <p>3.3.2.1. Request to add Chuck Rusnak to Clifton Arts Council by Chuck Rusnak. During the July session authorizing committee members, departing Councilman C.Rusnak was necessarily removed as Clifton Arts Council liaison. After discussion, Council agreed to add an Art Guild of Clifton liaison to the Clifton Arts Council for a <u>three month trial period</u>.</p> <p>Motion: W.Nickum; 2nd: W.Hollaway; Roll Call, Approved Unanimous</p>
<p>3.3.2.2. Report on Poetry Reading Event. <i>Clifton’s Got Verse</i> – local poets did readings. Audience of 30; food was pot luck donated by the CAC Committee. Donations received totaled \$148; one donation still outstanding.</p> <p>3.3.2.3. Next Events. <i>Clifton’s Got Drama</i> -- Local playwright will present one-act drama.</p>
<p>4. Communications. None.</p>
<p>5. Citizen’s Remarks. None.</p> <p><i>(Each person wishing to address the Council shall, when recognized by the Mayor, give her name. Remarks shall be made to the Council and not to other citizens present, and shall be limited to one period of not over three (3) minutes, unless granted additional time by unanimous consent of the Council. Priority shall be given to persons who have signified to the Clerk their desire to address the Council in writing prior to the meeting.)</i></p>
<p>6. Unfinished Business.</p>
<p>6.1. Clifton Dinner Theatre. Lucinda Lawson, Director absent. Darrell Poe presenting on behalf of Clifton Arts Council. Cabaret concept is being considered. Targeting March performance dates; however will request Council approval of plan, budget and dates before moving forward. Motion to Table, W.Nickum; 2nd W.Hollaway, Approved Unanimous.</p>
<p>6.2. Report on Compliance Audit of Pink House Businesses.</p> <p>Report due next month. Town Manager will discuss results with the business owners first. Give the report to the Town Council and businesses at same time. Schedule an exit conference. The businesses did raise a concern to the Mayor that they were singled-out. Mayor explained it was the start of a process – a cycle of review and the Town Council decided to start first with properties it owned. D.Nitz asked how the Council will go about gathering information on the review process itself. Motion to Table: W.Nickum 2nd W.Hollaway, Approved Unanimous</p>

6.3. Policies on Rental of Town Hall. Presented by Town Hall Manager Darrell Poe. Draft policy distributed to Council. W.Nickum asks if these policies have been approved by the Town Council and notes that at least twice earlier administrations had set Town Hall rental fees. Does not want Town Hall Manager to have sole discretion to set rental rates. Concerned that some rates were negotiable – requires a definitive rate table. Darrell Poe offers to set a rate schedule based on impact on facility. E. Hencken asks if Town Committees are entitled to use fee waivers? Answer is yes because the Town doesn't pay itself; however, a Council member must step up as "sponsor" to pay the security deposit. Also, Town Events held in the Town Hall must be "non-profit." Benefits – such as the Clifton Dinner Theatre – are permitted but a private business cannot conduct retail or wholesale "for profit" activities in the Town Hall. Citizen Steve Effros reminds that designating an event a "Town Event" is as much about issues of liability as revenue. Motion to table, E.Hencken; 2nd William Hollaway. Approved Unanimous.

6.3.1. Chuck Rusnak requests rate adjustment (from \$100 hour to \$50 hour) for Art Guild of Clifton (Guild) rental for Holiday Art Show as it will be designated a 501c Non-profit as of date of event. (Per IRS letter provisional 501c as of this date.) (7 hours @ \$100 vs 7 hours @ \$50 = adjustment of \$350. Motion to authorize rate adjustment as long as discount amount does not exceed \$500.: E.Hencken; 2nd D.Nitz. Approved Unanimous.

6.4. Report on Investigation of Complaint re: Alleged Violations at Main Street Pub. D.Nitz requests report be provided for next Town Council Meeting. Motion to table to next month Bill Hollaway; 2nd Wayne Nickum; vote Unanimous.

6.5. Report on New Complaint Procedure. Presented by Steve Effros. New process establishes a gatekeeper to route complaints to the associated commission, e.g. Planning Commission or ARB for input, analysis and investigation that then develops recommendations for action by the full Council.

The Council tentatively approved the new procedure at the November 2014 Town Council meeting pending review by the Town Attorney. The Attorney has cleared it with the exception that the Town needs to formally appoint a "Zoning Administrator" and add that that designation in the procedure explanation.

6.5.1. The Council formally named the Town Manager as the Zoning Administrator and requested update of the **New Complaint Procedure**. When complete, the procedure should be loaded to the Town website.

Name Town Manager Zoning Administrator	Motion:	W.Nickum	2nd:	W.Hollaway	Vote:	Approved Unanimous
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6.5.2. The Council adopted the amended **New Complaint Procedure** is a voluntary alternative to directly addressing complaints to the Council, noting this new process expedites and facilitates the investigation by involving the most knowledgeable subject matter experts and resources immediately.

Adopt New Complaint Procedure as a Voluntary Alternative Method to raise complaints.	Motion:	W.Nickum	2nd:	E.Hencken	Vote:	Approved Unanimous
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7. New Business.

<p>7.1. Committee Policy. Motion to table to next month W.Hollaway; 2nd D.Dillard; Vote: Approved Unanimous.</p>
<p>8. Adjournment. (8:55 p.m.) Motion to Adjourn: Wayne Nickum, 2nd D.Dillard; Vote: Approved Unanimous.</p>